MONTANA STATE LIBRARY

NEWS & VIEWS

A Newsletter Dedicated To Information Technology In The State Of Montana

ISD Information Services Division

Emerging Technologies Spotlight

PRIME Kick Off

No, we're not talking about the upcoming football season. We're talking about the **P**roject to **R**eengineer the **I**nformation **M**anagement **E**nvironment.

You are probably aware of the energy and enthusiasm created by SJR 23. An interim legislative committee, headed by Senator Mack Cole, is poised to adopt recommendations to address one of the resolution's objectives—namely to move in a direction which would ultimately replace the state's legacy systems. Those systems include SBAS (Statewide Budget and Accounting System), PPP (Payroll, Personnel and Position Control), PAMS (Property Accountability Management System) and the state's procurement system.

To better define the scope of the project in time for the 1997 legislative session, the Department of Administration has appointed a steering committee of state managers. Chaired by Dave Ashley (Department of Administration/Director's Office), the committee includes Steve Bender (Governor's Budget Office), Mary Bryson (Legislative Audit Division), Mark Cress (Department of Administration/Personnel), Marvin Eicholtz (Department of Administration/Procurement and

Printing), Sharon Gorie (Department of Administration/Information Services), Connie Griffith (Department of Administration/Accounting and Management Support), Terry Johnson (Legislative Fiscal Division), Brian McCullough (Department of Labor and Industry), Laurie Neils (Commissioner of Higher Education), Bill Salisbury (Department of Transportation), and Chuck Virag (Department of Commerce)   Ed Glenn of ISD is the Project Coordinator.

The steering committee has selected

What's Inside

Deloitte Touche to conduct an analysis of the options for updating, integrating and enhancing the state's large database systems. A small group of consultants, led by Ed Smith and Geoffrey Cann, will work on site for about 12 weeks to help the Steering Committee evaluate the options and identify opportunities for improving administrative processes and potential applications for modern technologies.

"We are very pleased to be asked to assist the State with this important project," said Mr. Cann during a recent meeting to plan the initial activities of the project. "Some of our consulting team have recently completed a similar project for the government of the State of Arkansas, and we intend to leverage that experience for the project."
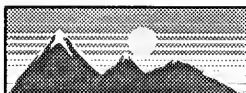
The consultants will be working out of Room 405 of the State Capitol and have already started collecting relevant background material and documents. Document review will be followed by interviews with agency personnel during September and October. A final report

is scheduled for comment by December 1. Final report release is scheduled for December 15.

"These kind of projects can be stressful," according to Ed Glenn. "We don't know what the consultant will recommend—stay on the mainframe or go client/server, or both; write new software, modify old, or buy package solutions."

"If we can stay focused on our statewide systems, getting software that works and hardware which can be supported, then we should come out of this project with systems and processes which can last as long as SBAS and PPP have," said Glenn.

For more information on MTPRIME, contact Dave Ashley, Department of Administration at 444-2032, or Ed Glenn of the Systems Support Bureau at 444-2916. ∎

users, and due to its remote location, cannot currently find cost effective rates from national providers.

Technical Advisory Group (TAG)

The new SummitNet Technical Advisory Group is meeting regularly to discuss help desk issues, problem resolution, scheduling of new sites, network management and Internet sharing.

For more SummitNet information, contact Carl Hotvedt, Telecom Operations Bureau, 444-1780. ∎

State Begins Implementation of NetWare IP

NetWare IP is a product provided by Novell that uses the NetWare operating system and IP as the transport protocol. What this means to the state's enterprise network is that as SummitNet sites across the state continue to roll out, NetWare 4.X servers will also be rolling out. NetWare typically uses IPX as its standard transport protocol but NetWare IP allows NetWare to use IP which has been defined as the standard on the SummitNet network. Currently, there are over 60 additional NetWare IP 4.X servers to be installed into the State's enterprise network in the next 6 months. These installations will give the users in state offices outside of Helena much easier access to the State's enterprise network. ISD will be testing and implementing the first few servers in the next month. Agencies that are interested in this product should contact Dawn Sullivan of LAN Operations at 444-2974. ∎

Calendar of Events

September 4:
• ITMG, 8:30-10:30, Metcalf 111

September 5:
• Public Safety Communications Task Force, 1:00-3:00, Yogo Park Inn, Lewistown

September 6:
• MOPUG, 1:00-4:00, Mitchell 13A&B

September 10:
• ITAC, 8:30-11:30, Metcalf 111

September 23:
• Blue Ribbon Task Force, 10:00-12:00, Room 104, Capitol

October 2:
• ITMG, 8:30-10:30, Metcalf 111

October 4:
• MOPUG, 1:00-4:00, Mitchell 13A&B

October 15:
• SEC, 10:00-12:00, Video Conference

SUMMITNET

SummitNet News

Deployment

Crews from ISD, US WEST and IBM continue to deploy SummitNet across the state. One hundred twenty-six sites in over 30 cites now have TCP/IP network connections.

SummitNet Executive Council (SEC)

At the July meeting, SEC agreed to work with the Lincoln County Technology Group to bring SummitNet to their community in conjunction with the local Kootenet. The Kootenet Project, based in Libby, is a non-profit organization sponsored by the Lincoln County Library. Kootenet is looking for additional network bandwidth for its

THE YEAR 2000 IS CLOSER THAN IT APPEARS!

Top 10 Reasons Why Companies Aren't Worried about the Year 2000

ITeam Computer Services has compiled a list of top ten reasons why companies aren't proceeding with year 2000 conversion plans.

1. I'm a CIO. I probably won't be around for the year 2000, so why worry.

2. The year 2000 starts on a long weekend. Surely we'll get all the bugs worked out by start of business on Tuesday!

3. All our applications are vendor's supported packages. I'm sure they'll come out with a free year 2000 compliant upgrade by then.

4. All our applications are PC based so we won't have any problems.

5. We just finished a major conversion to Client/Server, so we won't have to worry.

6. Our programming standards, as revised in 1992, clearly state that all programs must use 4 digit dates. We won't have a problem, will we?

7. I really don't see what impact a couple of digits could have on our overall business.

8. Our IT budget won't allow for the conversion this year. Maybe next year we can get some funding to start the planning process.

9. We're really busy right now. Maybe next year we'll have some time to get around to it.

10. We've just signed a major outsourcing deal which includes a conversion to Client/Server. Since the project plan clearly states that the conversion will be complete by July 1, 1999 we won't have a problem with the year 2000.

For more information on complying with Year 2000 standards, contact Sharon Gorie of the Systems Support Bureau, at 444-2918. ∎

The Information Super Highway

Internet IP Address Changes

ISD is in the process of a major growth spurt in SummitNet and has had to rethink the method of assigning Internet (IP) addresses. Recent policy decisions by the Internet governing body (NIC) regarding the availability of new IP address put ISD under the gun for expanding SummitNet. We were faced with the very arduous and labor intensive task of rebuilding our entire IP address infrastructure. This would have made better utilization of our official class B address (161.7.xxx.xxx) and would have alleviated the problem short term. However, the new approach would have been very complex and would have had an enormous price tag in terms of the personnel time to implement, administer and manage the new schema. Another approach had to be found (and fast).

ISD explored a couple of methods of dealing with this problem. The first approach involved using a dynamic IP address server. The second approach revolves around building a totally private Internet network with gateways to the real Internet world. Both methodologies required some new hardware and software. After careful consideration, ISD chose the private Internet network approach because we felt the hardware and software would require less time to bring up to speed and because the gateways also function as a very effective network security firewall. We are currently in the process of putting the hardware and software into production. The down side to any method of gaining IP address relief is the renumbering of every IP device in the network.

How does this affect you? Every IP address issued by ISD to date will have to be reissued and hardware and software reconfigured. Not an easy task to say the least. So much for the bad news, now the good news side of the story. We can gradually migrate to the new addressing structure. Our current plans are to have the total network on the new address structure by December. The only IP devices ISD needs to pay close attention to are the World Wide Web servers and Domain Name Servers. Once the new address structure is in place, the gateways should be transparent to the user.

For more information, contact Dennis Sheline of Data Network Operations at 444-2869. ∎

Intelligent Hubs: Where are we?

For over a year, ISD has been upgrading the Capitol Complex fiber backbone by installing intelligent hubs in various locations. The first part of this project was to replace some basic copper-to-fiber transceivers (ODS units) with redundant, manageable intelligent hubs. During this phase we were able to do a lot more than just replace the ODS units. We were able to completely convert 7 out of 15 buildings from existing passive 8228 (MSAU) token ring networks to completely manageable intelligent hub networks. We have since added two more buildings to the Intelligent hub network. We have also used the intelligent hubs to connect several other campus facilities around the state with fiber and copper backbones.

Benefits of Intelligent Hubs

Intelligent hubs offer many advantages over passive 8228 networks. One advantage is the ability to remotely

manage the network via SNMP management. This is accomplished using tools such as Hub Manager for AIX in conjunction with Netview for AIX.

Automated ring redundancy.
In the event of a break in the fiber, the hubs will automatically wrap to a backup path keeping the rest of the network functional.

Power and controller redundancy.
If any one power supply or controller were to fail, the hub stays up and running. In this event the hub will also send an alert to Netview, which is monitored at ISD.

Beacon isolation.
Beacon isolation is the ability to detect and isolate a beaconing adapter prior to this adapter taking down the whole ring.

Wrong ring speed detect.
Wrong ring speed detect stops an adapter from entering the ring at the incorrect speed and beaconing the ring.

Human intervention reduced
With the increased implementation of intelligent hubs we have reduced the amount of human intervention required. In the event of a ring problem the hubs are smart enough to isolate the problem and alert Netview which speeds response time of technical staff. We have also gained the ability to manage the networks remotely to isolate problems and look at network trends to help us proactivly increase the networks' capabilities.

Additional information on the intelligent hub project is available from Steve Noland of Data Network Operations/Operations Design at 444-3344. ∎

MAINFRAME NEWS

ISD's New User Number And The Job Card

Years ago when the majority of ISD services involved mainframe processing, ISD set up a database for its Disk Authorization and Computer Billing systems. Part of this database included the USER NUMBER. This number currently is four numeric characters and is used to associate tapes, disk datasets and jobs with a specific person. As local area networks were established throughout state government, this user number (prefixed by two alpha characters) was assigned to individuals who access other computer platforms. ISD is growing close to running out of these numbers. We must expand the user number by changing the database to include your LOGON ID prefix. This modification means that we'll be able to duplicate the use of the numeric portion of the LOGON ID. *It also means the programmer name field on all job cards needs to be modified.*

Let's review the format of the job card:
//XYSSSSSS JOB (AAAAA,CC,fld-1,fld-2....,fld-8),MMMMMM.BB. NNNNNNNNNN,..

Job name: XYSSSSSS
X - Identifies the system component through which the job is submitted. Allowable characters are; C - TSO submitted jobs, R - RJE submitted jobs, T -test jobs under ISD I/O control, J- production jobs, D - ISD's disaster recovery jobs.
Y - identifies the major group (department) submitting the job. This is assigned by ISD.

SSSSSS - Identifies six alphanumeric characters to make the job name unique

.

AAAAA - identifies the five digit account number used for billing. This is assigned by ISD.

CC -

identifies the operation code (OP-CODE) which signifies the type of job being run.

The first character controls whether the computer operator is prompted if a job exceeds its allocated CPU time. P indicates the computer operator will be prompted for additional CPU time. C indicates that the job will be automatically canceled if the CPU time limit for the job or job step is exceeded.

The second character controls the information put in the step termination boxes in the JCL. S requests a summarized excp by unit section in the step termination boxes. The unit address and excp count are displayed for each dd statement used. D requests a detailed excp by unit section in the step termination boxes. The ddname, maximum block size used, unit address, and the excp count will be displayed for each dd statement. N requests that no excp by unit section be produced.

fld-1......fld8 -

identifies the eight optional extended accounting fields. Any number of the eight fields can be used. If you code one field and have omitted a previous field, you must indicate its absence with a comma. Those fields that are used must contain one to seven numeric digits. Each agency can define these fields to meet their own needs.

Programmer name field:
MMMMMM.BB.NNNNNNNNNN
This field is required. Information coded in the field will be printed on the top of the output separator page for the job.
** *This is the field being changed.* **

MMMMMM - Identifies the LOGONID of the

person submitting the job. This LOGONID is assigned by ISD. All tapes created in this job will automatically be assigned to this LOGONID. This field is required and must begin with a 'C'.

BB - Identifies the box number located in the Computer Operations area (basement of the Mitchell building) where the output from this job is to be placed if it is printed locally. This field is optional but very useful for those people who have to distribute output.

NNNNNNNNNN - 10 character for programmer use. This can be your name or other information. This field is optional. *Note that this field will be 2 bytes* <u>*shorter*</u> *than it is currently.*

The following is an example of what the new job card will look like:

//CX1234XX   JOB (00000,PD),CX1234.36.
NAMEABCDEF,.....

The current job card looks like this:

//CX1234XX   JOB
(00000,PD),1234.36.NAMEABCDEFGH,.....

Please plan on making these modifications between the dates of September 29, 1996 and December 8, 1996. After December 8, 1996 your JOB will **FAIL** with a JCL error if the user number has not been changed to a valid LOGON ID.

For jobs that are executed from a TSO library, this change should be relatively easy to make. The JCLFIXER procedure can be used to identify and change job cards. Documentation on how to use the procedure can be found as comments in the procedure. *However, you need to remember that any job submitted from a batch process or from an on-line screen also needs to be modified.*

If you have any questions regarding this modification, please contact Glen Stroop of Systems Development Support at 444-2910. ◾

CA-OPTIMIZER II   Release 2.0

A new release of the CA-Optimizer product has been installed in test files where it is available for user testing. Most of the new features from this new release are revisions to make the product compatible with the newer releases of COBOL and the Language Environment product. However, optimization techniques have been introduced, including a major improvement in the optimization of CICS programs which use the EXEC CICS HANDLE command.

This new release is scheduled to be moved to production towards the end of September 1996. To test the version, include the following in your JCL:

In the compile JCL specify:
OPTLIB='SYST.OPTII.LOADLIB.REL2'

In the execution JCL include:
SYST.OPTII.LOADLIB.REL2 in the STEPLIB or JOBLIB.

If you have questions, contact Glen Stroop of Systems Development Support at 444-2910 or Bill Ramsay of Technical Services at 444-2902. ◾

PL/1 Compiler Release 2.3

A new version of the PL/1 compiler is currently being tested. There are several enhancements with this new version. In addition to several systems programming changes there are some application programming enhancements including: a new built-in function, DATETIME which returns date and time with a four-digit year; several CICS enhancements; character strings with communication with VS FORTRAN; and several other minor changes.

This version is scheduled to be moved to production towards the end of September 1996. If you wish to test the new version before it is placed in production or have any other questions,

contact Bill Ramsay (444-2902) of the Technical Services Section in ISD. ∎

Job Scheduler a Reality

In mid June, and again in July, eight classes were conducted to train approximately 100 programmers, I/O technicians, and systems specialists on the ins and outs of Control-M and Control-R. Control-M and Control-R are the new automated scheduling and rerun/restart systems being implemented on the mainframe. These systems appear in use and function as a single unit, and are commonly referred to simply as the job scheduler.

Prior to the June classes, a conversion team consisting of four ISD personnel, had received training on these systems from the product vendor, New Dimension Software. The conversion team then used several ISD applications as a training ground to become familiar with the system, scheduling such activities as the FDR (disaster recovery backups), Tape Management System activities, DASD (disk) Management System backups, SMF billing activity records, and the Report Distribution System sweeps. Our success with the scheduler on our own applications encouraged us to make it available to our customers in the distributed environment.

The first step in making these systems available to the user community was to offer training. The response to this offering was exceptional.   Personnel representing the Department of Justice, the Department of Transportation, the Department of Administration, the Department of Labor and Industry, State Fund, the Department of Public Health and Human Services, and the Department of Fish, Wildlife and Parks are among those who attended these classes. It didn't take very long for the classes to produce results. In July, the first customer controlled and defined application, CAPS, was activated on the

job scheduler and run in a production mode. The first of August saw the second customer controlled application, SEARCHS, go into production. Several additional applications are currently being defined to the scheduler. Is use of the job scheduler something you need to consider?

Some of the advantages offered by putting your batch production into the scheduler include:

1. The right jobs are submitted and run in the right sequence, all the time. Gone are the reconstructions and recoveries because someone ran jobs out of sequence or continued a schedule after an abnormal end of a required job.

2. All condition codes are checked accurately prior to release of dependent jobs.

3. Notification of abnormal job termination can be automated.

4. Schedule throughput is at machine speed. Jobs are checked and submitted at machine speed, rather than waiting for an operator to review the output prior to releasing the next job.

5. Jobs which are dependent upon the creation of or availability of a data set or other external activity can be triggered to run immediately upon catalog or availability. This could include arrival of an external tape or other such item.

6. Depending upon how the job is defined to the scheduler, rerun and/or restart of jobs can be automatic, manual, or automated but performed only after manual intervention. Rerun/restart procedures can be defined to include file restores or other processes required for successful recovery. These processes can be scheduled to automatically begin immediately upon a job

step failure.

7. Monitoring of the ongoing process or current status of your job schedule is available in color coded format and easily accessed . by the individual job or by an entire application.

8. Performance related historical data is maintained for each job.

9. The log for your jobs contains items documenting each incident affecting your job, including changes of definition, reruns, runs, for up to 90 days.

10. JCL changes may be made at any time right up to the time the job is submitted to the system to run.

11. Routine JCL or PARM changes of such things as dates, run number, names, etc., can be automated through dynamic substitution, eliminating errors and resulting reruns.

12. Special runs and reruns of a job can be done from within Job Scheduler, without changing your normal production JCL.

13. Job schedules, like other data sets can be protected through the ACF2 security system.

14. When problems occur, programmers, production control personnel, and others have all the tools required, at a single point of entry, to resolve the problem. These tools include the job documentation, input JCL, message class sysout, and job incident log.

The above is not a complete list of the capabilities of Job Scheduler. But, hopefully, it does provide an idea of how powerful a tool it is, one which can allow both users and ISD to free up the scarcest and most valuable resource we have, our work force.

With the implementation of the job scheduler, it is our goal to minimize and eventually completely eliminate the

manual ISD production control function (condition code checking, job submission, and job releasing) during the evening shift. The job scheduler provides a better method to provide this service. Its implementation will free up personnel currently occupied with production control duties and make them available for other assignments. Should it be necessary for ISD to continue to provide the manual production control services for specific users, it will be necessary to bill those users for that service. This service would be billed at the going rate for I/O Control services (currently $20.00 per hour).

Because of the response to the training provided this summer, there have been two additional classes scheduled. This training requires two days, and is conducted at The U of M Helena College of Technology's facility. This training is conducted by ISD personnel, at no expense to the customer, other than their time.

The two upcoming classes will be on October 15-16 and October 17-18. Classes begin at 8:30 am and run till 4:30 pm both days. If you plan to use the scheduler, we highly recommend you register for one of the upcoming classes. If ISD provides your application programming support, your support programmer will be trained as well, as personnel from the Applications Development Support Section are among those having attended the training .

ISD personnel are available to assist you in setting up your production schedule(s) on the job scheduler and will work with you in any way we can to help you take full advantage of this tool. If you would like more information about the job scheduler or would like to register for one of the upcoming classes, contact Mike Krings of Production Services by e-mail or by phone, 444-1815. To register for the class, you will need to provide your name, phone extension, LOGONID, agency, and preference of dates. ◨

ITMG Forms New Internet Group

In the August 7 meeting of the Information Technology Managers Group (ITMG), members were advised that the Information Technology Advisory Council (ITAC) Internet Task Force has drafted recommendations regarding Internet policies and services. Generally, the Task Force recommends that the Information Services Division (ISD) conduct evaluations and make recommendations. ITAC is expected to vote on these recommendations in their September 10 meeting.

In response to this information, ITMG members voted to create the ITMG Internet Standards Subcommittee. Larry DeFrance of the Department of Corrections will chair the group, and Jim Senkler of the Montana State Library will act as co-chair.

The first meeting of the subcommittee was held jointly with the Internet Service Providers Group (ISPG) and a representative from the ITAC Internet Policy Subcommittee. The purpose of this meeting was to discuss the efforts of these committees to date, and to remand issues of concern to the ITMG group. Organizational issues, scope, mission, and future meeting schedules were also addressed.

For further information on ITMG, contact Amanda Christen at (406) 444-3080. If interested in joining the ITMG Internet Standards subcommittee or attending committee meetings, contact Larry DeFrance at 444-3991, Jim Senkler at 444-0537, or Amanda Christen at 444-3080. ◨

ZIP!Tips— 'Letting Go'

"Letting Go" is a hard process for many of us. No, I'm not talking about when your beloved pet turtle dies. I'm talking about 'letting go' of obsolete mail items that pile up in your ZIP!Office In-tray and/or Out-tray.

Can you imagine what your desktop would look like if you didn't file or dispose of every piece of mail you received? Electronic mail can create the same sort of mess if you don't take care of your mail by filing, forwarding or deleting items once you have processed them.

Disk space on your network server becomes limited when users hold on to mail items unnecessarily. Often, users will receive a WordPerfect or Lotus file and copy it to their DOS directory to be able to edit/print it in the corresponding software package. If you don't delete it out of your In-tray, there are now two copies of the file using twice the amount of disk space needed. Be sure to delete these files out of your In-tray once you have copied them to a DOS subdirectory.

A feature exists in ZIP!Office that automatically deletes items out of your Out-tray and Trash folders after a specified amount of time. To set the preference in ZIP!Office, click on:

> Options
> Preferences...

Click in the boxes next to "Delete messages to Trash" and "Auto-delete old out-tray items". Then determine the number of days you want those items

Preferences

☐ Save screen layout before exiting
☑ Confirm before deleting
☑ Include addressees when printing messages

☐ Confirmation of delivery
☑ Save copy in out-tray
☑ Include original with reply
☐ Insert headers into message body

Font name: MS Sans Serif
Font size: 10

Appointment length (minutes):   30
Appointment time increment (minutes):   30
Appointment start time increment (minutes):   30

Default message line length: 60

☑ Delete messages to Trash
Number of days to keep trash: 21

☑ Auto-delete old out-tray items
Number of days to keep out-tray items: 21

Set font.   OK   Cancel   Help

kept and enter the amount. (The Trash amount must be between 2-30 days; the Out-tray amount must be between 2-60 days.) Remember, the "Trash" date will not necessarily purge the item from the date you deleted the item from your In-tray, but rather from the date the mail item was received.

If everyone's In-tray and Out-tray gets flooded with items, the network server can run out of disk space. It is the responsibility of each ZIP! user (be it ZIP!Office or ZIP!Mail) to take care of their electronic mail, just as they do their regular mail.

For more information on "Letting Go" (of obsolete E-Mail items), contact Sue Skuletich of End User System Support via ZIP! or by phone at 444-1392. ∎

CorelDraw
Accessing Objects within a Group

CorelDraw is full of great tools for drawing and type manipulation. Objects

are often grouped by CorelDraw because it is difficult to establish and maintain alignment among individual objects. Each object combined in a group retains its own identity, but becomes part of the group of objects. By selecting any member of the group, you select the entire group of objects. To edit or modify a "child object" (an individual object within a group), the control key must be used.
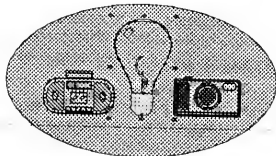
When you press and hold down the Ctrl key and click the object within the group the status line indicates that a child object is selected. The selected object will then have black handle circles around it and the entire group of objects will display black handled squares. You can now make any changes you would like to the child object. You can scale, rotate, color, etc. However, you can not delete the object. When you are finished editing or modifying the object, click the mouse pointer outside of the child object.

Stay tuned in next month...Same COREL Channel.   Same COREL time... For more exciting COREL Graphics news.

For more information or questions, call Jerry Kozak at 444-2907 from End User Support. ∎

Netscape Navigator Tips and Tricks

Note to Readers: At this time, Netscape is an interim state standard and is currently supported as a standard.

Hats off to the folks at Tip World, providers of various daily tips e-mailed free of charge to users of Netscape navigator, for the following tips.

When you make a purchase from a Web site, or sometimes just fill out a form, Navigator pops up a message box that tells you you're entering a "secure" space? Cool, right? It's nice to know you're safe. But what about that message's sister -- the dialog box that pops up when you leave that secure space? Personally, we can do without that one. So this is how we shut it off for good:

1. **Go to the Options menu and choose Security Preferences.**
2. **Click the General tab. (It may already be chosen by default.)**
3. **Under "Show an Alert Before" deselect the "Leaving..." option**
4. **Press Return or click the OK button to apply the settings**

You can open multiple Navigator windows by pressing Ctrl+N. You can open multiple windows at a time. Actually, there's no limit to the number of windows you can open simultaneously -- but there is a limit to the number of connections that will feed these windows. By default, that limit is four. (As soon as a page is loaded, the connection ends, which is why you can have more open windows than open connections.) If you want to increase the number of simultaneous connections, go to the Options menu and choose Network Preferences. Then choose the Connections tab to view a window that lets you adjust this setting. Keep in mind, however, that each additional connection will slow the others. So, unless you've got a great (and fast) connection, don't go too high.

Go back to the Connections tab in the

Network Preferences dialog box. See the Buffer Size option? That box allocates disk space to temporarily store data as you send and receive it across the Internet. A larger Buffer will help as you open multiple connections. Just don't go too large since this ties up memory so it can't be used for other operations. Despite setting this default to 2K on many versions of Navigator, Netscape recommends you set aside at least 4K or 5K.

Don't you just hate it when you get to someone's page and they've slapped up such a heinous piece of background art you can't read any of the text?! Well, here's your chance to veto lousy aesthetics:

1. **Go to the Options menu and choose General Preferences.**
2. **Select the Colors tab.**
3. **In the Colors section, choose Always Use Mine.**

By default, this will give every window you open a gray background. However, you can apply your own color by choosing the Custom option in the Background section. A window will pop up and you can choose any shade of chartreuse you want.

Whether or not you used the tip above to help you apply a new default background to all your windows, you might consider customizing the way links appear. To do this, go to General Preferences on the Options menu to open the same dialog box we showed you yesterday. In that box, you can make the following choices:

To underline, or not to underline? Click the Appearance tab, and at the bottom of the dialog box you'll find an option that lets you toggle this feature on or off. (Leave it on if you're using a black and white monitor.)

Pick a color, any color... Click the Colors tab and you'll see options for defining how links (both new and used) appear.

You can tell Navigator how long to wait before it resets links you've used. Just choose General Preferences from the

Options menu and click on the Appearance tab. At the bottom of this window, you'll find a section for Link Options; one of these options lets you decide when "Followed Links" expire. By default, this option is set to 30 days.

Hey, who wants to keep their bookmark list so compact that they can find any entry, any time? Not us! We'd rather rely on Navigator to locate the bookmark we want--no matter how far down it's buried. To do this, just make sure your Bookmark window is open and *active*. Then, choose Find from the Edit menu to open the Find Bookmark window. Once there, you can enter the text you want Navigator to find, and you can tell it where to search (Name, Location, and Description.) If the first bookmark Navigator locates isn't the one you're looking for, choose Find Again from the Edit menu to locate the next occurrence.

You can quickly save a page to disk by holding down the Shift key while you click its link.

If you have questions about the above tips contact Denny Knapp of ISD/EUS via ZIP, at 444-2072, or at **dknapp@mt.gov**. ◼

Using Styles in Lotus Approach

A style is a set of formats which can be applied to any object in an Approach application. Styles are primarily used to provide uniformity to your Forms and Reports. The same font, same background color, line size, shadow, font relief, etc.

To create a Style in Approach you need to be in Design Mode. Go to Tools, Named Styles, New. A window will open which will reveal all of the settings you can establish in your style.
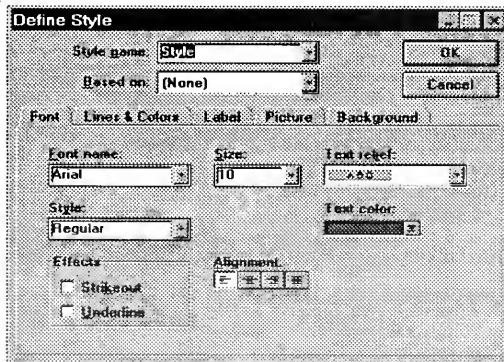
Choose a name for your Style and then select if you wish to base it upon another style created previously. Once you have created your style you click on OK and now your style is ready to use in your Application. Styles can not be copied from one Application to another. The Style is contained within the .APR file which is a closed file.

As always if you have any questions concerning Lotus Approach, Freelance or 123 please contact Brian Divine of End User System Support at 444-2791. ◼

Training Calendar

This schedule has been assembled by the Helena College of Technology of The University of Montana. If you have any questions about enrollment, please call 444-6821.

All classes will be held at the Helena College of Technology, Room 211, at 1115 N. Roberts, unless another location is specified. Please note that these costs are subject to change each July 1.

To enroll in a class, **you must send or deadhead an enrollment application** to the State Training Center, HCT, Helena, MT 59601. If you have questions about enrollment, please call 444-6821. *Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.* HCT is also willing to schedule specific classes by request from state agencies.

	DATES	COST	LENGTH
Database Classes			
Intro. To Oracle	September 4, 5, 6	255.00	3
Intro. To Oracle	November 6, 7, 8	255.00	3
*Oracle Forms *Prereq. Intro. to Oracle*	Sept 30 - Oct 1, 2	255.00	3
Oracle Forms *Prereq. Intro. to Oracle*	November 25, 26, 27	255.00	3
Oracle End User Tools *Prereq. Intro. to Windows*	October 10	85.00	1
Oracle Reports *Prereq. Intro. to Oracle*	October 7, 8	170.00	2
Data Network/Mainframe Classes			
Designer 2000 ** *New Class* **	September 23-27	700.00 - 750.00	5
	Price may vary depending on instructor's expenses		
ADS (8:30 - 12:00) ** *New Class* **	September 9-16	255.00	3
JCL	October 7, 8, 9	255.00	3
JCL	November 12, 13, 14	255.00	3
TSO/SPF	October 28	85.00	1
HTML ** *New Class* **	November 6, 7	170.00	2
Microcomputer Classes			
Introduction to Windows	September 3	85.00	1
Introduction to Windows	September 4	85.00	1
Introduction to Windows	October 1	85.00	1
Introduction to Windows	October 15	5.00	1
Introduction to Windows	November 1	85.00	1
Windows 95 Conversion (2 sessions) ** *New Class* **	September 17 am & pm	42.50	½
Windows 95 Conversion (2 sessions) ** *New Class* **	September 19 am & pm	42.50	½
Windows 95 Conversion (2 sessions) ** *New Class* **	October 30 am & pm	42.50	½
Windows 95 Conversion (2 sessions) ** *New Class* **	November 20 am & pm	42.50	½
ZIP!Office *Prereq. Intro to Windows*	September 23 (am)	Free	⅓
ZIP!Office *Prereq. Intro to Windows*	October 9 (am)	Free	⅓
ZIP!Office *Prereq. Intro to Windows*	November 8 (am)	Free	⅓
Intro. to Internet *Prereq. Intro to Windows*	September 13 (am)	42.50	½
Intro. to Internet *Prereq. Intro to Windows*	September 27 (am)	42.50	½
Internet *Prereq. Intro to Windows*	October 28, 29	170.00	2
Internet *Prereq. Intro to Windows*	November 12, 13	170.00	2
Word Processing Classes			
WordPerfect 6.1 for Windows *Prereq. Intro to Windows*	September 19, 20	170.00	2
WordPerfect 6.1 for Windows *Prereq. Intro to Windows*	September 24, 25	170.00	2
WordPerfect 6.1 for Windows *Prereq. Intro to Windows*	October 21, 22	170.00	2
WordPerfect 6.1 for Windows *Prereq. Intro to Windows*	November 18, 19	170.00	2
WordPerfect 6.1 Conv.Windows *Prereq. Intro to Windows*	October 2	85.00	1
WordPerfect 6.1 Conv.Windows *Prereq. Intro to Windows*	Novbember 25	85.00	1
WordPerfect 6.1 for Macros *Prereq. WP 6.1 for Windows*	October 24	85.00	1
Spreadsheet Classes			
Lotus for Windows *Prereq. Intro to Windows*	September 16, 17	170.00	2
Lotus for Windows *Prereq. Intro to Windows*	November 18, 19	170.00	2
Lotus Conv. for Windows *Prereq. Intro to Windows*	October 30	85.00	1
Lotus Approach *Prereq. Intro to Windows*	September 18	85.00	1
Lotus Approach *Prereq. Intro to Windows*	October 16	85.00	1
Lotus Approach *Prereq. Intro to Windows*	November 20	85.00	1

*Date has changed from previous schedule.   **Prerequisites may be met with consent of Instructor.**

The Helena College of Technology makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the College no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821.

ISD Class Enrollment Application

COMPLETE THIS APPLICATION **IN FULL** AND RETURN
IT **AT LEAST ONE WEEK PRIOR** TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc. Sec. Number (for P/P/P): _____

Agency **& Division** _____ / _____

Mailing Address: _____

_____

Phone: _____

How have you met the required prerequisites for this course? Explain, giving the class(es) taken, tutorial(s) completed, and/or experience.

_____

_____

_____

BILLING INFORMATION/AUTHORIZATION MANDATORY

User ID: _ _ _ _ _ _   Agency #: _ _ _ _

Authorized Signature: _____

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS
CANCELLATION IS MADE THREE BUSINESS DAYS BEFORE
THE START DATE OF THE CLASS.

DEADHEAD COMPLETED FORM TO:
COMPUTER TRAINING CENTER
HELENA COLLEGE OF TECHNOLOGY
OF THE UNIVERSITY OF MONTANA
PHONE 444-6800 FAX 444-6892

CALLBack

Information Services Division: 406/444-2700

DeadHeadBack

via State DeadHead
Department of Administration
Information Services Division

FAXBack

Information Services Division: 406/444-2701

MAILBack

Department of Administration
Information Services Division
PO Box 200113
Mitchell Building Room 229
Helena, MT 59620-0113

SURFBack

via Internet

ZIP!Back

via ZIP!Mail, ZIP!Office, TAO

Editor's Notes

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Editorial Submissions...

If you would like to submit an article to *ISD News & Views* for publication, please send it to Wendy Wheeler, preferably via ZIP!Mail. Please have your article in by the 15th of the month for inclusion in the following month's newsletter.

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